

When requesting a new or renewing technology purchase please follow the current Technology Risk Assessment process.

This checklist is intended to assist departments through the Technology Risk Assessment process and to ensure consistency in collecting and submitting documentation required for Technology Risk Assessments of new or renewed technology acquisitions.

ASSEMBLE DOCUMENTATION

- Requesting Department Contact should work with their local IT Support Team to obtain the following:
 - Product information
 - Vendor contact information
 - Voluntary Product Accessibility Template (VPAT)
 - Verify vendor(s) TX-RAMP ([Texas Risk Authorization Management Program](#)) certification. If certified, ask vendor to provide evidence of certification, including but not limited to their certification number.

- Collaborate with Local IT Management Staff to submit a [Technology Acquisition Questionnaire \(TAQ\)](#) for all new and renewed technology acquisitions.
 - IT Compliance will assess TAQ responses for data usage and criticality. The assessment will determine the product's assessment level and if the service is a cloud service. ***All cloud services are required to obtain TX-RAMP certification (See Vendor Checklist).***
 - If TX-RAMP certification is required, the vendor must have a valid certification before the assessment can be completed.
 - Vendors may obtain certification through the [Texas Risk and Authorization Management Program \(TX-RAMP\)](#)

TECHNOLOGY RISK ASSESSMENT

IT Compliance will provide department contact with the third-party assessment of other data protection and system security requirements for completion based on TAQ response.

- Please note: Vendors will need to complete the third-party assessment for other data protection and system security requirements. ***(See Vendor checklist for more details).***

- Collect and upload to the TAQ permission from the [Information Owner\(s\)](#) for the use of institutional information, if applicable.

- Collaborate with Local IT Management Staff to complete the department portion of the Technology Risk Assessment via link provided by IT Compliance, if applicable.

POLICIES, STANDARDS, AND GUIDELINES

- Review institutional policies, standards and guidelines concerning information security:
 - [UNT Information Security Policy](#)
 - [UNT Dallas Information Security Policy](#)
 - [UNT System Information Security Policy](#)
 - [UNT System Information Security Handbook](#)

- Review institutional regulations policies, standards, and guidelines concerning accessibility:
 - [UNT Electronic and Information Resources Accessibility Policy](#)
 - [UNT Web Accessibility Policy](#)
 - [UNT System EIR Accessibility Plan](#)

Additional information about the Technology Risk Assessment Program may be found on the following webpage: [Technology Risk Assessment Program](#).